

# BATON ROUGE POLICE DEPARTMENT

General Order  
No.119

Effective Date  
05-01-1994

Revised Date  
10-18-2006

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Subject: Temporary/ Rotating Assignments

Reviewed 9/1/16

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## **POLICY**

It is the policy of this department to promote individual growth and improved job satisfaction and performance through the utilization of temporary or rotating assignments. The Department realizes that as officers acquire additional skills, knowledge, and abilities, the Department benefits from an expanded pool of employees prepared to assume the responsibilities of a number of positions.

## **PROCEDURES**

### **I. Requests for Temporary/Rotational Assignments**

- A. Vacancies for temporary/rotational assignments will be posted on bulletin boards for at least three days. Any officer desiring a temporary or rotational assignment not currently posted will send a written request through the chain of command to the commander of Uniform Patrol. The Uniform Patrol commander will, upon receiving the request, determine whether or not the assignment requested would be beneficial to the officer and would enhance their normal assignment. Any position within the department, provided the position would not require a step up in rank, will be available for temporary or rotational assignment pending approval of the Chief of Police.
- B. Requests for rotational assignments must be approved by both the commander of Uniform Patrol, the commander of the division/section the uniform officer is requesting to be transferred to, and the Chief of Police.
- C. The duration of temporary/rotational assignments are set by the Chief of Police, based on the nature of the assignment.

### **II. Selection of Personnel**

Commanders should consider the following when determining whether or not an officer would benefit from a temporary/rotational assignment:

- A. The officer's past work performance, attendance, appearance and attitude,
- B. Would the officer gain knowledge, experience, and an understanding of the position they are temporarily filling?
- C. Would the knowledge gained be beneficial to others in the officer's division/section?
- D. Could the knowledge gained be a determining factor in the officer's future career choices?